

## TERMS OF REFERENCE

# Freshwater State School New Multi-purpose Hall Internal Consultative Group

## Purpose

The Freshwater State School New Hall Internal Consultative Group (the consultative group) is a collection of stakeholders that represent the diversity of the Freshwater State School community, relating to the Department of Education’s delivery of a new \$14 million single court multi-purpose hall as determined by the department’s eligibility criteria.

The consultative group will participate in an options development exercise that will consider the new hall:

- location within the school, and
- functional areas.

The consultative group:

- is a voluntary, non-political group
- is a consultative group, not a decision making group
- is not to provide technical advice
- does not represent the department
- does not replace the need for wider community engagement about the development of the multi-purpose hall.

The department will consider and incorporate, where practical, the views of the consultative group in the planning and design of the new multi-purpose hall.

## Guiding principles



### Performance-based outcomes

Inform the development of the new hall project scope with regard to location and functional areas to produce a project that aligns with the department’s:

- ‘Equity and Excellence: Realising the potential of every student’ vision, and
- School Halls and Performing Arts Program.



### Evidence-based

Utilise data and research to inform decisions.



### Fit-for-purpose

Ensure the project scope meets the educational needs of the Freshwater State School, considering the overall Freshwater State School Masterplan ‘Vision 2032’.



### Trust and transparency

Support impartial and ethical decisions that uphold human rights, promote confidence, demonstrate accountability, and withstand legal and public scrutiny.



### Risk-based

Ensure outcomes balance opportunity and risk to achieve strategic priorities and objectives.

## Responsibilities

As a forum for consultation between the department and the Freshwater State School community, the consultative group will assist in:

- providing information and advice to feed into the department’s work on the new multi-purpose hall project, specifically in relation to the:
  - location of the new hall, and
  - functional areas.
- relaying information to their broader communities and proactively gathering information/feedback to share with the department about the project
- advising the department about key issues or topics affecting their school as it relates to the hall project
- promoting the work of the department on the project and assisting in building community confidence in the delivery of the hall, and
- discussing such other matters as the department and the consultative group agree should be the subject of advice.

The department will provide the consultative group with appropriate materials as identified by the department and the project team.

## Membership

Participants from outside of the Freshwater State School community (parents and carers) and the department will be at the discretion of the Executive Management Team of the department’s Infrastructure Services Division, and will be in consultation with the Chair of the consultative group.

Membership includes:

- Parent/carers — up to 8 representatives
- Parents and Citizens (P&C) Committee — up to 4 representatives.

Role	Position	Team/branch/Division
<b>Chair</b>	School Supervisor	Department of Education, Far North Queensland (FNQ)
	Principal	Freshwater State School
	Business Services Manager	Freshwater State School
	Principal Project Coordinator	Department of Education, Infrastructure Services Division
<b>Member</b>	Director, Regional Operations	Department of Education, Infrastructure Services Division (FNQ)
	Principal Planning Officer	Department of Education, Project Planning
	Director, Special Program Delivery	Department of Education, Infrastructure Services Division
	Freshwater State School staff	Freshwater State School
<b>Member × 8</b>	TBA	Parent/carer
<b>Member × 4</b>	TBA	Freshwater State School P&C Committee
<b>Secretariat</b>	Communications and Engagement Support Officer	Department of Education, Infrastructure Services Division
<b>Observer</b>	Architect	TBA
	Project Manager	Black and Moore

## Operations

The consultative group is a voluntary, non-political, consultative body.

- The consultative group will meet at least three times over the course of Semester 1, 2025, or as determined by the Chair.
- The frequency of the meetings will be influenced by the activities required in preparation for each meeting (such as, technical inputs).
- The department will aim to book meetings a month in advance with diary reminders issued one week out from any meeting.
- In the interest of consistency, proxies are not permitted to attend meetings in place of a permanent member.
- Meetings will be held in person at the Freshwater State School.
- Ad hoc, issues or project-based meetings and communications via email may also be required in addition to scheduled meetings.
- The agenda and papers providing information on matters for discussion will be provided a minimum of three business days before each meeting to allow sufficient time for due consideration of the content.
- Advice will be determined by consensus, with members responsible for voicing any concerns or reservations about issues being considered by the consultative group.
- There will be no quorum for meetings.
- Members present at meetings will provide input. It is the responsibility of members to inform the department if they are unable to attend and to convey their views about any matter on the agenda to the identified contact.

## Conduct and responsibilities

Members of the consultative group and departmental representatives will:

- Abide by the consultative group Terms of Reference.
- Regularly attend meetings and actively participate in discussions.
- Respect the views and ideas of other members.
- Respect any information or material that is identified as confidential.
- Speak with respect and treat members and departmental staff with respect, engaging in an atmosphere where all members feel comfortable to participate.
- Respect the position held and not use this position in any way for personal gain.

## Confidentiality

The department recognises the need for open debate on issues related to the delivery of the new multi-purpose hall for Freshwater State School.

The department may need to share confidential or commercial information with the consultative group members to progress open debate and seek valuable input about the delivery of the hall.

The department shall resolve when setting the agenda for each consultative group meeting what topics may be treated as confidential with these materials provided in good faith. Consultative group members (and anyone else present at meetings) should ensure that confidentiality is strictly maintained.

## Media

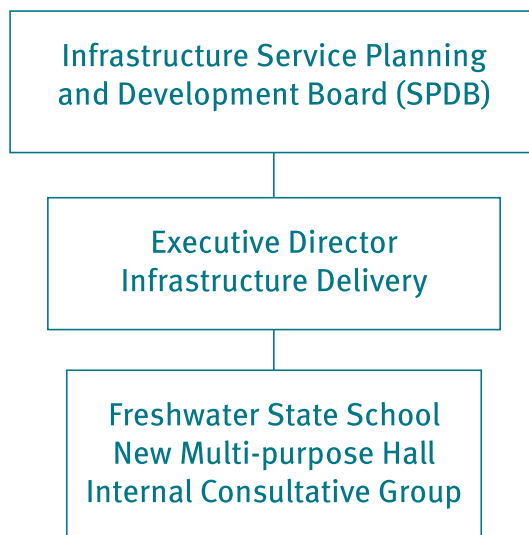
The following principles apply regarding interaction with media:

- Group members will direct media enquiries regarding the delivery of the hall and the activities of the consultative group to the Chair or the Manager, Communications and Engagement Infrastructure Services Division.
- Group members are to disclose to the media, that any comments they make regarding the delivery of the new multi-purpose hall for Freshwater State School, are their opinion only.
- Any department statements or media releases about the multi-purpose hall for Freshwater State School will be shared with the consultative group members when appropriate.

## Community consultation and information

Any departmental project updates or community consultation about the multi-purpose hall for Freshwater State School will be shared with the consultative group members when appropriate

## Relationship



### Appendix 1 – Operating model

- Agenda, papers and minutes**
- Meeting agendas are approved by the Chair.
  - Agenda items are forwarded to the Secretariat at least 3 business days prior to each meeting.
  - Agenda and supporting papers are circulated at least 3 business days prior to each meeting by the Secretariat.
  - Conflicts of interest are to be considered at each meeting.
  - Minutes are tabled at the next meeting.
  - An Outcomes Register will be maintained by the Secretariat.
  - Records will be managed under relevant legislation.

#### Roles

##### Chair

- Manage performance of the consultative group.
- Oversee and facilitate discussions, and monitor actions and decisions.
- Approve attendance of guests/observers.
- Communicate to members about ethical behaviour and confidentiality.
- Prompt members to consider potential conflicts of interest as part of any decision-making processes.
- Delegate Chair responsibilities to the most appropriately qualified member present, as required.

##### Secretariat

- Facilitate operations and effective communication.
- Pre-brief Chair prior to meetings, including identification of any issues or risks arising from agenda.
- Maintain distribution lists and Terms of Reference.
- Liaise with members for potential agenda items.
- Quality assure papers to ensure alignment with purpose and responsibilities.
- Induct members.

##### Members

- Contribute constructively to discussions.
- Provide feedback and/or endorse meeting minutes within one week of circulation.
- Consider any conflicts of interest, if necessary.